OFFICE OF SECRETARY OF DEFENSE (OSD) AND WASHINGTON HEADQUARTERS SERVICES (WHS) REQUEST FOR INFORMATION TECHNOLOGY (IT) SERVICES

(Use DD Form 562-1 for additional pages)

1. OSD/WHS COMPONENT	2. OSD/WHS SUB-COMPONENT	3. PROJECT CODE	4. OSD/WHS COMPONENT CONTROL NUMBER

5. TITLE OF REQUEST	6. URGENT PROCESSING *(X one)*

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	YES *(Attach justification)*		NO

7. PERIOD OF PERFORMANCE *(Include option periods)*

FROM	TO

8. CONTRACT INFORMATION *(X as appropriate)*	9. TYPE OF BUSINESS *(X one)*	10. INTER/INTRA GOVERNMENTAL *(X as appropriate)*
a. EXISTING CONTRACT *(Number)*	a. 8A	a. INCOMING MIPR *(Number)*
	c. GSA	
	d. SMALL BUSINESS	b. OUTGOING MIPR
b. NEW CONTRACT	e. OTHER	d. OUTGOING INTERAGENCY AGREEMENT

11a. STATEMENT OF WORK *(Extract)*

b. Does this action comply with the accessibility requirements of Section 508 of the Rehabilitation Act, as amended?

	YES		NO If No, address the exception in FAR Part 39.204 on a separate sheet.

c. Does this action procure goods or services for a mission critical or mission essential IT system as defined in DODI 5000.2, Enclosure 2?

	YES		NO If Yes, provide below the System Name and Identification Number used for registration with the DoD Chief Information Officer.

(1) SYSTEM NAME	(2) SYSTEM ID NUMBER

12a. RECOMMENDED SOURCES	b. CONTACTS	c. TELEPHONE *(Include Area Code)*
(1)		
(2)		
(3)		

13. FUND CITE INFORMATION:

	(1) FY	(2) Object Class	(3) $	(4) Object Class	(5) $
a. OPERATION & MAINTENANCE					
b. PROCUREMENT					

14. SECURITY STATEMENTS	15. SHIP TO *(Include complete mailing address)*
a. This service, equipment and/or software meets the security requirements of DoD Directive 5200.28 and its applicable supplement(s).	
b. SECURITY STATEMENT *(Select from Instructions)*	**16. DSS-W:** Send copy of the contract or Delivery Order to the following e-mail address:

17. COORDINATION	(1) Name *(Last, First, Middle Initial)*	(2) Telephone *(Incl. Area Code)*	(3) Signature	(4) Date Signed
a. SECURITY REVIEW COORDINATOR				
b. CONTRACTING OFFICER REPRESENTATIVE (COR)				
c. POINT OF CONTACT				

18. APPROVAL. The signature of the WHS Chief Information Officer or OSD Principal Assistant or Designee certifies the accuracy of the security statements in Item 14.

WHS CIO or OSD PRINCIPAL ASSISTANT/DESIGNEE				

19. DIOR REVIEW

a. CERTIFICATION *(All requests)*. Sufficient funds are allocated to the appropriate component account to cover the amount indicated.		b. CERTIFICATION *(Procurement Funds ONLY)*. This action is in partial/complete fulfillment of an approved IT project.	
(1) Signature	(2) Date Signed	(1) Signature	(2) Date Signed

DD FORM 562, JUN 2001   REPLACES SD FORM 562, WHICH IS OBSOLETE.

INSTRUCTIONS FOR COMPLETING DD FORM 562

Item 1. Enter the organization name that is requesting and approving this request.

Item 2. Enter the suborganization that this request is for, if the component tracks funding at the subcomponent level.

Item 3. Modernization funds only. Enter project code.

Item 4. The control number consists of the current fiscal year; a two-letter and three-digit component identifier; an underscore or dash; and a number sequentially assigned by the component to identify the specific request. For example, 01AC310-08 identifies the eighth request for fiscal year 2001 from OUSD(AT&L). All modifications to this action should use the basic number with a "-0#" to indicate the number of modifications (01AC310-08-03).

Item 5. Enter descriptive title of the requirement. If an amendment, so indicate ("Amendment to add funds…").

Item 6. X discriminately as it will supplant the servicing of all other actions. Written justification from Information Technology (IT) Manager must be attached or sent via e-mail to DIOR/Systems and Services (S&S) to justify priority processing.

Item 7. Enter requested period of performance to reflect start/completion dates for contractor services.

Item 8. X appropriate block and enter existing contract number if applicable.

Item 9. X type of business if known.

Item 10. X pertinent block if the action involves a Military Interdepartmental Purchase Request (MIPR) or Interagency Agreement. If an incoming MIPR is being used to fund the request, the MIPR number should be noted.

Item 11.
   a. Enter a brief synopsis of items/services being requested. Also use this block for any special instructions.
   b. Indicate whether or not the requirement complies with Section 508 of the Rehabilitation Act, as amended. If not, address the exception in FAR Part 39.204 on a separate sheet.
   c. Indicate whether or not the requirement is for a mission critical or mission essential Information Technology (IT) system as defined in DODI 5000.2, Enclosure 2. If yes, enter the system name and identification number used for registration with the DoD Chief Information Officer (CIO).

Item 12. Enter recommended sources and attach quotes from these sources.

Item 13. Indicate the type, year, and dollar amount for this request. The dollars shown should match the total of all items listed on the DD562-1. Both O&M and procurement funding may be shown on the same DD562.

Item 14.
   a. This block contains the required security statement.
   b. Select and enter one of the security statements shown below:

(1) "Contractors require access to classified areas or information. DD Form 254 *(Department of Defense Contract Security Classification Specification)* previously completed for contract number DASW01-XX-X-XXXX."
   This statement is used for maintenance or other services for which contractors require access to classified information or unescorted access to classified areas and there is a current DD Form 254 on file in the WHS DPS.

(2) "Contractors require access to classified areas or information. See attached DD Form 254."
   Use when contractors require access to classified information or unescorted access to classified areas and there is no current DD Form 254 on file in the WHS DPS.

(3) "Contractor does not require access to classified information or systems."
   Use for maintenance, software or other services not requiring access to classified data.

(4) "Software has a written guarantee and does not degrade security."
   Use for the purchase of commercial off-the-shelf (COTS) sortware for use on a classified system.

(5) "Software has a written guarantee."
   Use for the purchase of COTS software that will be used on an unclassified system.

Item 15. Enter complete shipping address, including nine-digit ZIP Code.

Item 16. Enter the e-mail address of the person to whom Defense Supply Services - Washington (DSS-W) should send an electronic copy of the contract or delivery order.

Item 17.
   a. Enter reviewer's name, phone number, and signature. WHS DPS security reviews must be completed prior to submission of the DD 562 to WHS S&S.
   b. If the contractual vehicle is an S&S managed contract, enter the appropriate S&S Contracting Officer Representative (COR)'s name and phone number. If not, use component COR for this action.
   c. Enter Point of Contact information.

Item 18. The signature of the WHS Chief Information Officer (CIO) or OSD Principal Assistant or Designee certifies the accuracy of the security statements in Item 14. above.
Note: The designee information must be on file in S&S.

Item 19. DIOR/S&S use only.

OFFICE OF SECRETARY OF DEFENSE (OSD)
AND WASHINGTON HEADQUARTERS SERVICES (WHS)
REQUEST FOR INFORMATION TECHNOLOGY (IT) SERVICES *(Continuation)*

1. OSD/WHS COMPONENT	2. OSD/WHS COMPONENT CONTROL NUMBER

3. SUPPLIES/SERVICES REQUESTED

a. ITEM NO.	b. EQUIP COMP CODE	c. SUPPLIES/SERVICES	d. QUANTITY	e. UNIT	f. UNIT PRICE	g. AMOUNT
					h. TOTAL	

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